

ASCENTIS MERIT INCREASE SAMPLE MANAGER'S SCREEN SHOT



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Instructions

Welcome to the annual compensation awarding process!

Over the next two weeks, all managers will submit salary increases and bonuses for their teams. We will notify you when everything is finalized so you can discuss the results with your direct reports.

For increases, please follow these guidelines as a starting point and discuss exceptions with your manager before submitting for approval:

Performance Rating	Recommended Increase %
5	3.25 - 4.50
4	2.50 - 3.25
3	1.50 - 2.50
2	1.00 - 1.50
1	0.00

Suggested ratings based on score

Your next steps:

- Increases** - Enter a value for each eligible employee in the Proposed Increase % OR Base Rate field.
- Bonuses** - Enter an amount for each eligible employee in the Bonus Amount field.
- If you want to start working and finish later, click the Save button.
- When you're ready to submit the entire team for approval, click the Submit button.
- Approvers** - Review any submitted compensation in the My Managers section and approve or decline.

If you have managers reporting to you, you will be able to track their progress and approve their submitted rates here.

Contact [Human Resources](#) if you have any questions. Thanks!

Teams		Salary Changes							Process	
Manager	Employees	Eligible	Proposed Increases	Current Annual Salary	Budget	Actual	Variance	Proposed Average Increase	Proposed Annual Salary	Status
Me (and my direct reports)	3	3	0	\$115,440.00	\$1,344.85	\$0.00	\$1,344.85		\$115,440.00	Unsubmitted
Totals	3	3	0	\$115,440.00	\$1,344.85	\$0.00	\$1,344.85		\$115,440.00	

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For each eligible employee on your team you want to reward in this cycle, enter a proposed compensation.

Employee Basics							Current Salary		New Salary							
Full Name	Job Title	Hired	Adjusted Seniority	Last Increase	Last Rating	Performance History	Base Rate	Annual Rate	Eligible	Proposed Increase %	Proposed Base Increase	Base Rate	Annual Increase	Annual Rate		
Old Employee	Code II	7/28/2015		7/28/2015	3 - High Performer/Solid Potential	View	\$85.00/Hour	\$65,640.00	Yes	3.00	100.00%	\$1.65	\$6.65	Hour	\$2,099.20	\$70,699.20
New Employee	Human Resources Assistant	6/30/2015		6/30/2015	3 - High Performer/Solid Potential	View	\$25.00/Hour	\$46,300.00	Yes	3.00	90.41%	\$0.38	28.38	Hour	\$711.36	\$47,511.36
PRN Employee	Human Resources Assistant	1/21/2015		1/21/2015	7 - High Performer/Low Potential	View	\$15.00/Hour	\$0.00	Yes	0.00	100.00%	\$0.00	15.00	Hour	\$0.00	\$0.00
Totals							\$116,440.00			1.60% (avg)		\$2,770.64		\$118,210.64		

The current rate will show zero for PRN or those who are not eligible

This only shows eligibility based on hire date. Remember PRN are not eligible.

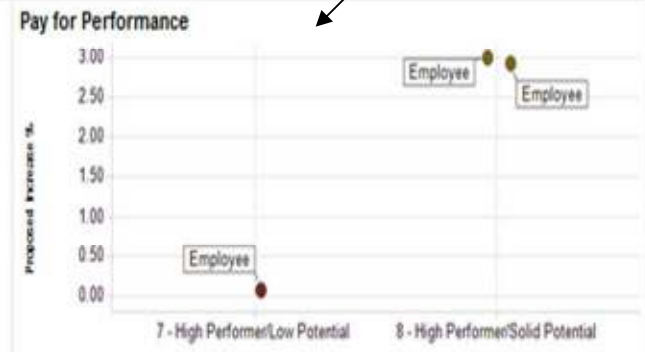
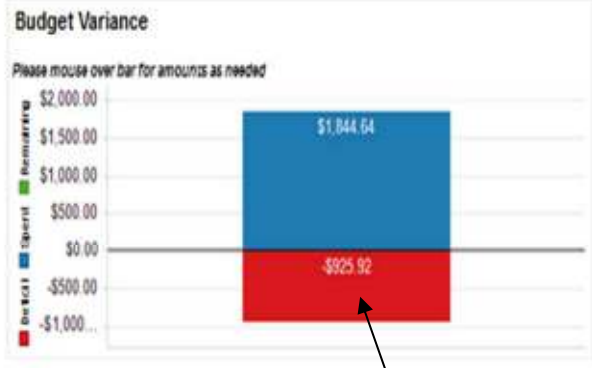
Raises may be entered as percentage or as base hourly rate.

When we go to online reviews the score will automatically populate and you can see the review by clicking on "View"

Pro-rated daily based on hire date.

This graph helps you maintain equity among employees

Analysis



Any budget variance must be approved by an administrator

Action

Once the compensation changes for your direct reports are ready to send for approval, optionally enter comments below and click the Submit button. If you've started working on this page but are not ready yet to submit, click the Save button to keep your progress for the next time you're here.

My comments:

Comments entered by approver:

If your administrator rejects your submission it will come back with comments.

Be sure to save if you want to come back to it later before submitting

Status: Unsubmitted